

Calibre is an eBook library manager. It can view, convert and catalog eBook's in most of the major eBook formats. It can also talk to many eBook reader devices including the kindle. It can go out to the Internet and fetch metadata for your books. It can download newspapers and convert them into eBook's for convenient reading.

Terminology

Library describes all the eBooks stored in a folder on your PC. The library is comprised of Windows subfolders for each eBook. The subfolder stores all the information for that book such as its cover picture, **metadata** and the eBook file itself. There may be several copies of the eBook, each in a different **file type**. You can have multiple libraries. These may be constructed using the small down arrow next to the Library button, or can be a Library given to you by another Calibre user. Calibre has commands to move book(s) between these libraries. Even though easily accessible via Windows Explorer, it is best to keep out of it and leave Calibre to manage it.

Metadata is structured information about the book – Title, Author, Ratings, Publisher, Date published, ISBN and many other fields. You can import metadata from the internet, edit it, add your own. Metadata is very useful for managing and sorting your **library** and finding books in it.

File Types. There are a number of competing file types that eBooks come in. The file type of an eBook is shown by the last 3-4 letters after the last full stop in the file name. The 'native' format for Kindle is .AZW format which is a special format created by Amazon. Kindle can also handle books in plain text (.TXT), Adobe Acrobat (.PDF), Internet pages (.HTML) and an open format for eBook's called MOBI or MOBIPocket (.MOBI). If you have a choice, then get eBook's for the kindle in .AZW or .MOBI formats. If those formats are not available then no worry as Calibre has powerful and easy to use file type conversion features.

Add Books. eBook's are usually just a single file that you download from the internet. The Add Books command allows you to import that file(s) into your **Library** or direct to your connected **device**.

Remove Books deletes books permanently from your **library**. If deleted from a **Library** they are placed in the Windows recycle bin, if deleted from a connected **device** then it is truly permanent.

Convert Books will convert selected book(s) to a different **file type** format. The original format is not deleted. Each format also has many settings that can be configured. However Calibre is really easy to use as it will normally recognize the eBook **device** that is connected and automatically select the best conversion type and settings for that eBook. Conversion can take a while and the newly created file type is stored in the same folder as the original file type of the eBook.

Tags describes any structured data about an eBook. The Tag Browser is a method of finding books in your Library. Best to read about the Tag Browser at <http://manual.calibre-ebook.com/gui.html#tag-browser>

Collections is a term used by kindle to group or categorize books. Think of it as a crude sort of folder on the kindle. You can create and manage kindle collections using Calibre.

Preferences let you configure a lot of the features of Calibre

For more instructions go to <http://manual.calibre-ebook.com/>

Or try the main site at <http://calibre-ebook.com/> and watch the demo video at <http://calibre-ebook.com/demo>

Initial Screen showing Library View – Kindle NOT connected to the PC

The screenshot shows the Calibre application window with the following callouts:

- The currently connected Library shows in the Title bar (not shown)**: Points to the top of the window.
- Common commands have dedicated buttons**: Points to the top toolbar.
- The small down arrows list more commands**: Points to the small downward arrows on the toolbar buttons.
- Search text box**: Points to the search bar at the top.
- Details of the currently selected book**: Points to the right-hand pane showing book details.
- Click to see more commands**: Points to the rightmost button on the toolbar.
- Library button showing the number of books in this Library**: Points to the '111 books' button in the toolbar.
- Sort buttons. The small triangle shows the current sort order.**: Points to the sort buttons in the table header.
- Slow double click any field to edit it. Right click for menus.**: Points to a field in the table.
- Book format(s) in the library.**: Points to the 'Formats' field in the book details pane.
- Tag browser window. Selecting tag(s) will cause those books to be highlighted**: Points to the left-hand pane.
- Scroll to see more columns**: Points to the scroll bar at the bottom of the table.
- A newer version of calibre is available for download**: Points to the 'Update found: 0.8.62' message.
- Will show the number of jobs still to do and progress (eg Conversion) that you have given calibre to do. Double click to see the jobs and current status.**: Points to the 'Jobs: 0' icon in the bottom right.

The main table displays the following data:

	Title	Author(s)	Date	Size (MB)	Rating
1	Fifth Avenue, 5 A.M.: A...	Sam Wasson	20 Jun 2012	1.7	★ ★ ★
2	Turing's Cathedral: The...	George Dyson	Jun 2012		
3	True History of the Kell...	Peter Carey	Jun 2012		
4	Theodore...			12	
5	Over the E...			12	
6	Steve Jobs			12	
7	Colonel R...			12	
8	Sinner Takes All: A Mem...	Patrick, Iera	24 Jun 2012	0.2	
9	Ghost in the Wires: My ...	Mitnick, Kevi...	24 Jun 2012	1.1	
10	Belle De Jour: Diar...			0.3	★ ★ ★
11	Sharpening The As...			0.4	
12	Ingenium: Five Ma...			2.9	
13	Introduction to Co...			0.4	
14	Metamorphosis	Franz Kafka	20 Jan 2012	0.1	

The right-hand pane shows details for the selected book, 'True History of the Kelly Gang' by Peter Carey, including formats (EPUB), IDs, tags, and a path to open the file.

Same Library View Screen, 30 seconds after a Kindle is connected to the PC. In this screen dump, the extra icons command has been clicked to show all the commands as well as the new ones that automatically appeared when the kindle was connected. Note how some icons have been automatically re-arranged by calibre.

The screenshot shows the Calibre application window with the following annotations:

- Kindle allows you to group books in what they call 'Collections'**: Points to the 'Kindle Collections' icon in the toolbar.
- Will copy selected books to the connected device**: Points to the 'Send to device' icon in the toolbar.
- Depressed means the current view is of the Library**: Points to the 'Library' icon in the toolbar.
- The connected eBook. If it is known to calibre then an appropriate icon will show. Click to view what eBook's are on the device. (see nex pic)**: Points to the 'Device' icon in the toolbar.

The main window displays a list of books in the Library view. The 'On Device' column shows green ticks for books that are also on the device. The status bar at the bottom indicates 'Connected Amazon Kindle'.

Index	Title	Author	Date Added	Rating	On Device
1	Fifth Avenue, 5 A.M.: A...	Sam Wasson	24 Jun 2012	1.7	
2	Turing's Cathedral: The...	George Dyson	24 Jun 2012	10.4	
3	True History of the Kell...	Peter Carey	24 Jun 2012	0.3	
4	Theodore Rex	Edmund Mor...	24 Jun 2012	7.2	
5	Over the Edge of the W...	Laurence Ber...	24 Jun 2012	0.6	
6	Steve Jobs	Isaacson, Wal...	24 Jun 2012	4.1	
7	Colonel Roosevelt	Edmund Mor...	24 Jun 2012	10.8	
8	Sinner Takes All: A Me...	Patrick, Tera	24 Jun 2012	0.2	
9	Ghost in the Wires: My ...	Mitnick, Kevi...	24 Jun 2012	1.1	
10	Belle De Jour: Diary of ...	Anonymous ...	24 Jun 2012	0.3	
11	Sharpening The Aging ...	Bilett Ph.D., J...	27 Jan 2012	0.2	
12	Ingenium: Five Machin...	Mark Denny	26 Jan 2012	2.9	
13	Introduction to Comp...	Administrator	20 Jan 2012	0.6	✓
14	Metamorphosis	Franz Kafka	20 Jan 2012	0.1	✓

calibre version 0.8.54 created by Goy: Connected Amazon Kindle

Update found: 0.8.62

Jobs: 0

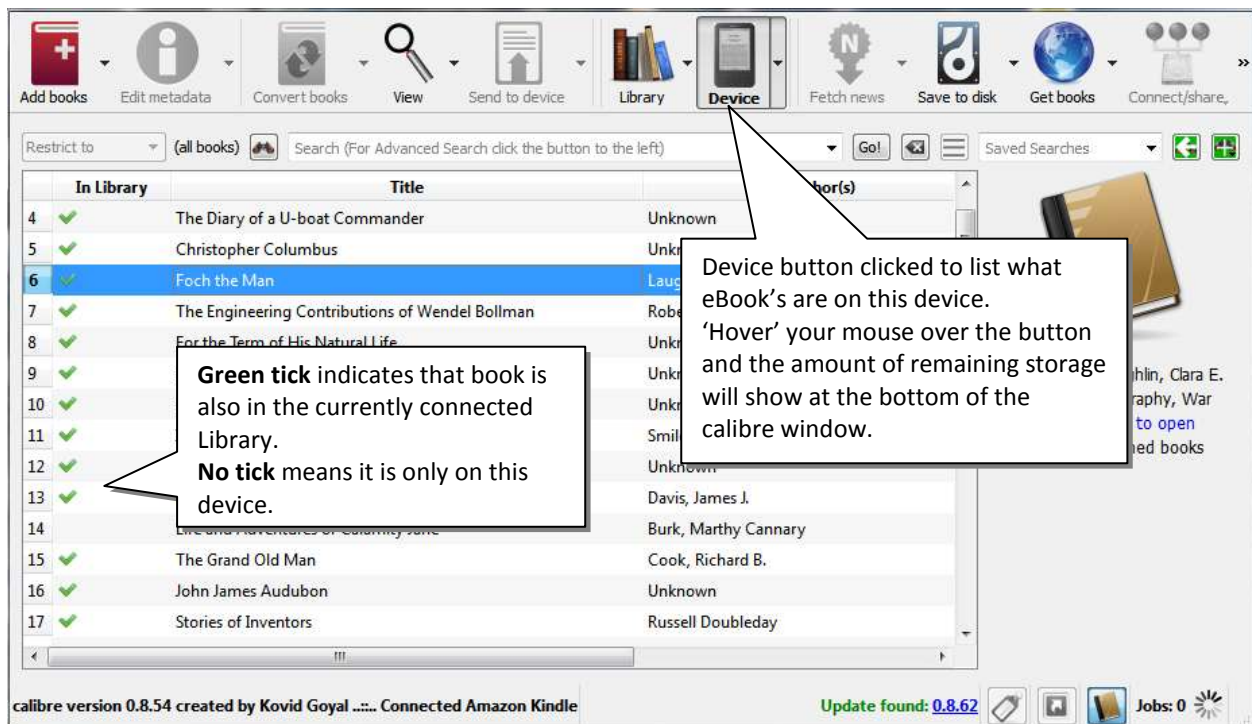
'On Device' column shows if that book in the library is also on the device. Green tick means it is.

Device that is currently connected

To add books to your Library

1. Click **Library**. This lists the contents of your currently selected Library.
 2. Click **Add Books**
 3. **Navigate** to where the books are. If downloaded they will usually be in your Downloads folder.
 4. Select the **required books** (Ctrl+Click to select/deselect individual files; Click and then Shift+Click to select all files between the first and last clicks).
 5. Click the Open button to start adding the books to your library.
- After adding them, calibre will re-sort the current list. The easiest way to find them is to click the 'On Device' sort button.

View of the books on the connected device.



To copy books from your Library to your Kindle

1. **Connect the kindle** and wait 10-20 secs for Windows and Calibre to detect the kindle. When connected a Device button will appear and the bottom status bar will read 'Connected Amazon Kindle'.
2. **Select** the required book(s) in your library
3. Click **Send To Device** button. If the eBook is in a format that is not usable by the kindle then you will get a prompt asking do you want to auto-convert the book before uploading to the device. Progress may take a while if there are many books and/or conversion. The circle in the bottom right corner will show progress – click for full details or to abort any operations.

To delete books from your kindle using Calibre

1. **Select Device** to view the eBooks on the kindle
2. **Decide** if any eBooks on your kindle first need to be added to your Library. If so then **right click** on the book and select '**Add Books to Library**'
3. **Select** the eBook(s) to delete.
4. Click **Remove Books**. The books will be permanently deleted from the kindle